

**BY ORDER OF THE COMMANDER
445TH AIRLIFT WING**

**445TH AIRLIFT WING
INSTRUCTION 21-101**



20 OCTOBER 2010

Maintenance

AIRCRAFT DEBRIEFING PROCESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 445 MOS/MXOOM

Supersedes: 445 AWI 21-101, 10 June
2005

Certified by: 445 MXG/CC
(Col Anna Schulte)

Pages: 7

This instruction implements Air Force Policy Directive (AFPD) 21-1, Air and Space Maintenance. It establishes procedures for aircraft and aircrew debriefing and assigns responsibility for maintaining an effective debriefing program. This instruction is applicable to all personnel assigned to the 445th Airlift Wing (445 AW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, Recommendation for Change of Publication; route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

SUMMARY OF CHANGES

This revision has been substantially revised and must be completely reviewed.

1. Responsibilities.

1.1. Aircraft Commander

1.1.1. Will contact the command post with the maintenance status code, system discrepancy and estimated arrival time prior to final landing.

1.1.2. Will attend the formal debriefing.

1.2. Primary Flight Engineer.

1.2.1. Will ensure all discovered aircraft discrepancies are annotated legibly on the AFTO IMT 781A, Maintenance Discrepancy and Work Document.

1.2.2. Will research, identify and enter MADARS FRM fault codes to the lowest sub-system for each discrepancy.

1.2.3. Will upon return from cross-country ensure the 445 AW Aircraft Hazardous Material Control Log is annotated noting any used or added oil containers during mission in the event that a Mission Essential Ground Personnel (MEGP) is not present. Form will remain with 781 forms binder.

1.2.4. Will ensure AF IMT 664, Aircraft Fuels/Ground Servicing Documentation Log is annotated properly for fuel transactions received off base in the event that a MEGP is not present.

1.2.4.1. Will turn in AF IMT 664 to the Refueling Document Control Officer (RDCO).

1.2.5. Will ensure all completed AF IMT 4097, Aircraft Identification, are available for the debriefing process.

1.2.6. Will attend the formal debriefing.

1.3. Command Post. Will notify the Maintenance Operations Center (MOC) of the aircraft maintenance status code, system discrepancy and estimated arrival time prior to final landing.

1.4. MOC or Plans and Scheduling Representative.

1.4.1. Will notify the Expediter and applicable shop(s) by radio of the aircraft maintenance status code, system discrepancy and estimated arrival time prior to final landing.

1.4.2. Will update the fuel load, LOX, nitrogen, configuration and landing time in Maintenance Information System (GO81).

1.4.3. Will ensure blank PCMIA card is available for exchange as required.

1.4.4. Ensure PCMIA card data is processed into GO81 as required.

1.4.5. When GO81 is offline in the Maintenance Operation Squadron (MOS) complex MOC will input AMC 278, Debriefing and Recovery Plan, into GO81 when system is back online.

1.4.6. Will complete GO81 9023, Engine Shutdown Screen, for all in-flight engine shutdowns.

1.4.7. Will ensure that all discrepancies are loaded into GO81.

1.4.8. Will ensure that Bldg. 4012 room 113, Plans and Scheduling office, or suitable substitution is established as the aircrew debriefing section. All home station aircrew debriefings shall take place in the debriefing section and it will have all the requirements needed to functionally operate.

1.4.9. Will utilize AFI 21-101, AMC1, and CL-6, C-5 Debriefing Checklist to perform proper aircrew debriefing.

1.4.10. Will notify Expediter upon completion of debrief process.

1.4.11. Will ensure that all applicable flying forms are delivered to Plans and Scheduling.

1.4.12. Will ensure debriefing personnel thoroughly understand and utilize the Minimum Essential Subsystem List (MESL) as required for the debrief process.

1.4.13. Will input deviation information, utilization and applicable flight data (to include landing status, system capability and other applicable cause codes) into GO81.

1.4.14. If the mission is a returning cross-county input a discrepancy into the 781 forms for a -21 Equipment Inventory and include a blank AF Form 4076, Aircraft Dash 21 Equipment Inventory.

1.5. Plans and Scheduling

1.5.1. Will input AFTO IMT 781, ARMS Aircrew/Mission Flight Data Document flying time information into GO81 no later than the next duty day.

1.5.2. Will ensure that backup procedures are in place to record data when GO81 is offline.

1.5.3. Will forward AFTO IMT 781's to operations after GO81 updates have been made.

1.5.4. Will forward AF IMT 4097 to the engine manager.

1.5.5. Review AFTO 781, for proper documentation and enter initials in block 37 Maintenance Review after data input into MIS.

1.5.6. Will provide debrief support capability in the event that MOC is saturated and cannot perform debrief functions.

1.6. Production Superintendent/Expediter.

1.6.1. Will ensure that debriefs are conducted on all 445 AW aircraft terminating at home station (Wright-Patterson Air Force Base).

1.6.2. Will ensure all vitals (fuel load, LOX, nitrogen, configuration) are recorded in the 781's prior to beginning the debrief process.

1.6.3. Will receive a verbal debrief from the aircrew to inform the appropriate specialists to attend the formal debrief.

1.6.4. Will ensure the specialist debrief personnel attending the formal debrief are thoroughly trained and knowledgeable of the aircraft system(s) in their Aerospace Maintenance Specialty Career Field.

1.6.5. Will ensure all applicable personnel, Primary Crew Chief and Specialists are present for the debrief process.

1.7. Primary Crew Chief/Mission Essential Ground Personnel(MEGP).

1.7.1. Will ensure AFI 21-101 AMC1 CL-6, C-5 Debriefing Checklist, is located in the AFTO 781 Binder with sufficient blank copies of AMC 278 to sustain a particular Temporary Duty (TDY) or deployment.

1.7.2. Will ensure the last five sortie recap, 9032C report, is kept in the AFTO 781 Binder for identification of repeat and recurring discrepancies.

1.7.3. When assigned as a MEGP they will debrief the aircrew when the aircraft is off station, and will attend and assist the formal debriefing process at home station.

1.7.4. Will upon return from cross-country ensure the 445 AW Aircraft Hazardous Material Control Log is properly annotated with used and replenished oil information.

1.7.5. Will ensure AF IMT 664 is annotated properly for fuel transactions received off base.

1.7.6. Will ensure all required blank forms are contained in the AFTO 781 Binder.

1.7.7. Will ensure MADARS PCMIA card is taken to debrief and swapped for a blank card.

1.7.8. Will ensure blank MADARS PCMIA card is returned to aircraft and installed into MADARS computer.

1.7.9. If required verify with the shift pro-super/expeditor or crew chief, annotate any servicing and transcribe AFTO IMT 781H, Aerospace Vehicle Flight Status and Maintenance as applicable at the end of the flying period.

1.7.10. Primary Crew Chief or designated representative will attend the formal debriefing.

1.8. Quality Assurance (QA).

1.8.1. Will be present at all Operational Check Flight (OCF) or Functional Check Flight (FCF) debriefings.

1.8.2. Will be present at all in-flight emergency debriefings as required.

1.8.3. Will review and approve all debriefing guides or checklists.

1.8.4. Will facilitate all meetings that propose changes to the Aircrew Debriefing Process.

2. Off-Station Debriefing Location.

2.1. Aircrews will be debriefed when the aircraft is away from home station. Any en-route debrief is conducted at the aircraft and all discrepancies will be input into GO81 by the en-route station MOC, if available. If en-route MOC is unavailable all required forms will be brought to the final debrief at home station for input into MIS.

2.2. When a 445th Maintenance Group, Maintenance Recovery Team (MRT), is sent to an en-route station that has no GO81 capability, the home station MOC must be notified to input discrepancies into GO81 and close them out when the aircraft returns to mission capable status.

2.3. The use of AMC 278 for all flight line debriefs is mandatory if debrief is conducted without using the GO81 system. Turn all documents into the debrief section upon return to home station.

3. Debrief Process.

- 3.1. Follow AFI 21-101 AMC1 CL-6, C-5 Debriefing Checklist, during the debriefing process.
- 3.2. Reference information in AFI 21-103, Equipment Inventory, Status and Utilization Reporting, and complete applicable screens in GO81.
- 3.3. Contact applicable work center(s) of impending debriefing as required.
- 3.4. Notify the QA office of all OCF, FCF and in-flight emergency debriefings when required.
- 3.5. If the mission is a cross country/off station return access and print GO81 product to review all open and off-station closed discrepancies in the AFTO IMT 781 forms to ensure they are loaded in GO81. Any discrepancies that could be utilized for historical tracking must be entered in the event of repeat/recur discrepancies.
- 3.6. Ensure all debriefing materials are available prior to the aircrew's arrival.
- 3.7. Inquire whether or not the scheduled mission was completed. If mission was not completed the debriefer will electronically generate the following reports as applicable: in-flight emergency (IFE), bird strike, flight control problem, dropped object, ground or air aborts. Manual reports will be completed by the debriefer if computer systems are offline. The 445 AW IMT 1, Abort Worksheet will be used for all aborts when systems are offline. All reports must be forwarded to the QA office by 0745 the next duty day.
- 3.8. Ensure that the aircrew documents the applicable MADARS FRM fault codes, each discrepancy in detail and annotates discrepancies as Mission Contributing (MC) or Mission Essential (ME) on the AFTO IMT 781A.
- 3.9. Ensure all applicable blocks on all applicable AFTO IMT 781 series forms have been documented correctly by the aircrew.
- 3.10. Ensure completion of the following forms as required: AF IMT 664, AMC 278, AMC Debriefing and Recovery Plan, AF IMT 853, Air Force Bird Strike Report, 445 AW IMT 1, 445 AW IMT 7, 9134 Sortie Record, 445 AW IMT 2, Aircraft Hazardous Material Control Log, and AFTO IMT 781, ARMS Aircrew/Mission Flight Data Document, AFTO IMT 781 H.
- 3.11. Release the aircrew after all necessary information has been exchanged between the aircrew and maintenance.
- 3.12. Transcribe AF IMT 781H as applicable at the end of the flying period.
- 3.13. Use the debrief checklist and last five sortie recap 9032C report, or last five manual debrief forms, AMC IMT 278, in conjunction with the applicable specialist to:
 - 3.13.1. Determine and enter the correct symbol in the AFTO 781A in accordance with TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures.

3.13.2. Annotate the word “repeat” or “recurring” in red in the discrepancy block of the AFTO 781A, as applicable by the discrepancy.

3.13.3. Notify applicable section/flight chiefs of all repeat or recurring discrepancies and notify the Maintenance Manager, Superintendents, and QA office of all safety of flight repeat and recurring discrepancies.

3.14. Review AFTO IMT 781, for proper documentation and enter initials in block 37 Maintenance Review after data input into MIS.

3.15. Ensure that all debrief material and forms are delivered to 445 MOS/MXOOP by 0900 the next duty day.

3.16. Will notify Expediter upon completion of debrief process.

3.17. Notify the Production Superintendent/Expediter when the aircraft forms are ready for pickup. The Production Superintendent/Expediter will return the forms to the aircraft.

3.18. Prescribed Forms:

445 AW IMT 1, *Abort Worksheet*

445 AW IMT 7, *9134 Sortie Record*

3.19. Adopted Forms:

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 853, *Air Force Bird Strike Report*

AF IMT 664, *Aircraft Fuels/Ground Servicing Documentation Log*

AFTO IMT 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO 781A, *Maintenance Discrepancy and Work Document*

445 AW IMT 2, *Aircraft Hazardous Material Control Log*

AMC IMT 278, *Debriefing and Recovery Plan*

AFTO IMT 781H, *Aerospace Vehicle Flight Status and Maintenance*

AF Form 4076, *Aircraft Dash 21 Equipment Inventory*

AF IMT 4097, *Aircraft Identification*

BRUCE E. DAVIS, Brig Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 21-1, *Air and Space Maintenance*, 25 Feb 2003

AFI 21-101, *Aerospace Equipment Maintenance Management*, 29 Jun 2006

AFI 21-103, *Equipment, Inventory, Status, and Utilization Reporting*, 14 Dec 2005

TO 00-20-1, *Aerospace Equipment, Maintenance Inspection, Documentation, Policies, and Procedures*, 30 Apr 2003

445 AWI 21-104, *Consolidated Tool Kit (CTK) Program*, 23 Jan 2009

445 AWI 21-106, *Foreign Object Damage (FOD) Prevention Program*, 18 Nov 2008

445 AWI 91-201, *Bird Aircraft Strike Hazard (BASH) Program*, 15 Mar 2005

445 AWI 21-105, *Dropped Object Prevention Program (DOPP)*, 23 Jan 2009